

CITY ASSESSOR

POSITION SUMMARY: To perform administrative, supervisory, and technical work in the inspection, appraisal, and assessment of real and personal property; to supervise the preparation and maintenance of assessment records and rolls; to perform responsible public contact work; and to perform related work as required.

SUPERVISION RECEIVED: Work is performed under the general direction of the City Manager.

SUPERVISION EXERCISED: Supervision is exercised over clerical and technical personnel.

ESSENTIAL JOB FUNCTIONS: An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plan, organize, supervise, and participate in the inspection, appraisal, recording, and verification of real and personal property assessments.
2. Make field inspections of property, analyze structural and location value determining factors, and establish property values for assessing purposes.
3. Collect and interpret real estate market data.
4. Levy and record real property assessment in field books and rolls.
5. Supervise and participate in the levy of personal property assessments.
6. Audit and review a representative sample of personal property statements annually.
7. Supervise and conduct sales assessment ratio studies and make decisions regarding residential or commercial property in need of re-assessment.
8. Supervise the preparation of special assessment and assessment rolls.
9. Supervise the use of the data processing system for assessment rolls.
10. Establish depreciation formulas for personal property in accordance with accepted assessing practices.
11. Interview and process applications for applicants for indigent tax exemptions.
12. Coordinate the equalization process with state and county officials.

13. Prepare various correspondence, records, and reports.
14. Prepare departmental budget requests.
15. Meet with taxpayers on evaluation complaints, explain assessment techniques, and attempt to settle disputes.
16. Train and supervise departmental personnel.
17. Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES: The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Thorough knowledge of the principles, methods, and techniques of real and personal property appraisal and assessment.
- Thorough knowledge of the laws, rules, and regulations governing real and personal property appraisal and assessment.
- Considerable knowledge of the city's economic and geographic base.
- Reasonable knowledge of the practices and materials used in the construction of various types of residential, commercial, and industrial buildings.
- Reasonable knowledge of accounting methods and procedures.
- Ability to prepare and maintain accurate records and reports.
- Ability to supervise and coordinate the work of subordinate employees.
- Tact in dealing with the general public, city officials, and other employees.
- Graduation from a college or university of recognized standing with a major in business or public administration, including courses in real estate and finance.
- Several years of responsible experience in the appraisal of land, residential, commercial, and personal property.
- Appropriate assessor certification by the State of Michigan.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.